



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
ACQUISITION AND GRANTS OFFICE

SEP 22 2017

MEMORANDUM FOR: Deputy Assistant Administrators  
Staff Office Directors

FROM: Jeffrey S. Thomas  
Acting Director 

SUBJECT: Fiscal Year 2018 Year End Cut-Off Dates and Late Acquisition and Grant Requests

The purpose of this memorandum is to provide the year-end financial assistance and acquisition cut-off dates for Fiscal Year (FY) 2018. The need for financial assistance and acquisition planning is critical to ensure that NOAA requirements are awarded in a timely manner. Adherence to the established Procurement Administrative Lead Time (PALT) for an action is necessary in order to meet the FY18 cut-off dates. Program offices must anticipate requirements and engage with the Acquisition and Grants Office (AGO) early in the process to allow sufficient time for completing grant or acquisition activities.

#### FY 18 AGO Cut-Off Dates

Requisitions for FY18 NOAA grants, financial assistance, cooperative agreements, or acquisition services must be submitted for processing no later than the established cut-off dates, identified in Attachment 1 and on the [NOAA AGO homepage](#).

Cut-off dates assume awards will be made by the end of the fiscal year. Awards required to be made prior to this timeframe should be submitted prior to the cut-off dates with adequate time to allow for completion within the established PALT.

#### FY18 Dates for Obligation and Recordation

The date for all FY18 contract actions to be obligated is no later than 5:00 pm Eastern Time on Friday, September 21st, 2018. The date for all FY18 grants, financial assistance, and cooperative agreements to be obligated is no later than 5:00 pm Eastern Time on Thursday, September 27th, 2018.

#### Late Acquisition and Grant Request Process

Requisitions for NOAA grants, financial assistance, cooperative agreements, or acquisition services received after a cut-off date will be considered late and may be accepted for processing on a best effort basis in accordance with the following guidance:

1. The Requestor shall complete the attached Late Acquisition and Grant Request Form.

An incomplete form cannot be processed. The Late Acquisition and Grant Request Form can be submitted electronically or as a hard-copy to the appropriate Head of Contracting Office (HCO) or the Grants Management Division (GMD) Director for their approval. Please see the attached [Late Acquisition and Grant Request Form](#) for process instructions.

2. The decision to process the action will be issued by the HCO or the GMD Director in a timely manner, normally within three business days. The decision will be based on need; compliance with law, regulation, and policy; resources; and workload.
3. A recommended disapproval of the request will be reviewed by the Director of AGO. Any AGO decision may be appealed to the Deputy Under Secretary for Operations.

cc: Deputy Under Secretary for Operations  
NOAA Executive Panel  
Chief Financial Officer (CFO) Council  
Chief Information Officer (CIO) Council  
Acquisition Management Advisory Committee (AMAC)  
Grants Management Advisory Committee (GMAC)

Attachments

1. NOAA AGO FY18 Year-End Cut-Off Dates
2. Late Acquisition and Grant Request Form
3. Department of Commerce Procurement Administrative Lead Time

## Financial Assistance Cut-Off Dates

FY2018

- |  |              |
|--|--------------|
| 1. All Financial Assistance Final Plans  | FRI 02/16/18 |
| 2. All Financial Assistance Actions  | FRI 07/06/18 |
| 3. All Financial Assistance Obligations and Recordation ( <i>Tentative Date*</i> ) | THU 09/27/18 |

## Acquisition Cut-Off Dates

FY2018

## 1. Simplified and FAR Part 13 Commercial Acquisitions

| Action Value     | Cut-Off Date |
|------------------|--------------|
| ≤ \$15K          | FRI 07/27/18 |
| > \$15K - \$150K | FRI 07/06/18 |
| >\$150K-\$1M     | FRI 05/18/18 |
| >\$1M-\$7M       | FRI 04/13/18 |

## 2. Orders under an Existing Contract

| Order Value      | Under Multiple Award <sup>1</sup> Contract | Under Single Award <sup>2</sup> Contract |
|------------------|--|--|
| ≤\$15K           | FRI 07/27/18                               | FRI 07/27/18                             |
| > \$15K - \$150K | FRI 06/22/18                               | FRI 07/06/18                             |
| >\$150K-\$1M     | FRI 05/18/18                               | FRI 07/06/18                             |
| >\$1M-\$10M      | FRI 04/13/18                               | FRI 06/01/18                             |
| >\$10M-\$50M     | FRI 12/15/17                               | FRI 04/20/18                             |
| >\$50M           | FRI 11/17/17                               | FRI 04/20/18                             |

<sup>1</sup> Examples of an order against an existing contract (multiple award): Order against a GSA Schedule, GWAC (NITAAC), 8(a) STARS II, NASA SEWP, or NOAALink Small Business Track Core Contracts (multiple contractors)

<sup>2</sup> Example of an order against an existing contract (single award): Order against NOAALink SMS Track Core Contract (one contractor)

## 3. Contracts

| Contract Value    | Cut-Off Date |
|-------------------|--------------|
| > \$150K - \$700K | FRI 03/30/18 |
| > \$700K - \$1M   | FRI 02/16/18 |
| > \$1M - \$10M    | FRI 01/19/18 |
| > \$10M           | TUE 10/17/17 |

## Acquisition Cut-Off Dates (continued)

FY2018

## 4. Interagency Acquisitions (IA)

| IA Value                       | Cut-Off Date |
|--------------------------------|--------------|
| ≤ \$10M (directed or assisted) | FRI 06/22/18 |
| > \$10M (director or assisted) | FRI 05/25/18 |

5. Modifications (Administrative/Funding<sup>3</sup>)

FRI 07/27/18

6. Deobligation Request for Funds Identified by Finance<sup>4</sup> as FY18 Cancelling Funds (Submit to CCT only)

THU 08/30/18

7. FY19 FAAPS Entries<sup>5</sup>

THU 05/31/18

8. All Acquisition Obligations and Recordation (*Tentative Date\**)

FRI 09/21/18

9. All Purchase Card Transactions (*Tentative Date\**)

FRI 09/21/18

<sup>3</sup> Changes to scope on existing contracts /orders are NOT considered Administrative/Funding Modifications, but new work. Therefore, such requests shall be submitted IAW the Acquisition cut-off dates listed in Sections 1, 2, 3, and 4.

<sup>4</sup> Finance spreadsheet must be attached to the requisition submitted to CCT (Contract Closeout Team).

<sup>5</sup> The FAAPS cut-off date is established for pulling the FAAPS data that will be used to determine the planned workload for the next fiscal year (see [CAM 1307.1 Section 3.4](#)).

\*Tentative Dates for final obligation and recordation: The actual dates for Grants, Financial Assistance, Cooperative Agreements, and Purchase Card Transactions are established by the NOAA Finance Office and will be provided once finalized.

Awareness of and adherence to the established Procurement Administrative Lead Time (PALT) for an action is necessary in order to meet the FY2018 cut-off dates. [Commerce Acquisition Manual, Section 1307.1 Appendix C](#) should be considered in the context of the cut-off dates. For any action not identified above, consult the Contracting Officer for the appropriate submission timeframe.

**NOAA Acquisition and Grants Office  
Late Acquisition and Grant Request Form**

Date of Request:

Acquisition:

Financial Assistance:

PR/Grant Number:

Total Award Proposed Value:

NOAA Line/Staff Office:

Funds Expiration Date:

(If Other, Please Specify):

Cause of Delay:

Current FY Dollar Obligation:

(If Other, Please Specify):

Requestor Name:

Signature

Date

DAA/SO Director:

Signature

Date

Summary Statement of Need and Criticality:

↑ *Top Portion* ↑

***Acquisition and Grants Office Use Only:***

Acquisition Division /GMD Director Name:

Recommend Approval

Recommend Disapproval

Signature

Date

## **NOAA Acquisition and Grants Office Late Acquisition and Grant Request Form Instructions**

1. The Requestor shall process the Late Acquisition and Grant Request Form through their servicing Acquisition Division to the Head of the Contracting Office (HCO) or Grants Management Division (GMD) Director.
  - a. The top portion of the Late Acquisition and Grant Request Form must be **complete** for each request with the period of availability of funds, current FY dollar obligation, proposed value, purchase request number or grant number, the requestor name, Deputy Assistant Administrator (DAA) or Staff Office (SO) Director name, and the summary statement of need and criticality.
  - b. The Late Acquisition and Grant Request Form must be signed by both the **Requestor** and the **DAA** or the **SO Director**<sup>1</sup>.
  - c. An electronic submission of the Late Acquisition and Grant Request Form is acceptable.
2. The HCO or GMD Director will review the Late Acquisition and Grant Request Form and approve or disapprove. A copy of a disapproval shall be submitted to the Director of AGO for review.
3. The HCO or GMD Director will return the approved/disapproved Late Acquisition and Grant Request Form to the Requestor.

---

<sup>1</sup>DAA or SO Director may be signed by an individual in acting or designee role.

## APPENDIX C

### PROCUREMENT ADMINISTRATIVE LEAD TIMES (PALT)

The PALT listed below reflects standard lead times aligned with procurement type and threshold:

| PROCUREMENT TYPE  | DOLLAR VALUE            | LEAD TIME RANGE<br>(calendar days) |
|---|-------------------------|------------------------------------|
| Simplified Acquisition Procedures<br>(Commercial Items)   | \$0 – \$3,500           | 5 – 10 days                        |
|   | \$3,501 – \$25,000      | 15 – 30 days                       |
|   | \$25,001 - \$750,000    | 30 – 60 days                       |
|   | Above \$750,000         | 60 – 120 days                      |
| Simplified Acquisition Procedures<br>(Other than Commercial Items)  | \$0 – \$3,500           | 5 – 15 days                        |
|   | \$3,501 – \$25,000      | 15 – 45 days                       |
|   | \$25,001 - \$150,000    | 30 – 60 days                       |
| Blanket Purchase Agreement (BPA) Orders   | Any Amount              | 15 – 30 days                       |
| Task Orders under Indefinite Delivery Contracts   | Any Amount              | 30 – 60 days                       |
| Sealed Bids(IFB)  | \$150,000 – \$750,000   | 90 – 120 days                      |
|   | \$750,001 - \$1,500,000 | 120 – 150 days                     |
|   | Above \$1,500,000       | 150 – 180 days                     |
| Competitive Proposals (RFP)   | \$150,000 – \$750,000   | 90 – 120 days                      |
|   | \$750,001 – \$1,500,000 | 120 – 180 days                     |
|   | Above \$1,500,000       | 240 – 360 days                     |
| Delivery Orders/Task Orders under GSA/FSS<br>(not requiring a Statement of Work)  | Any Amount              | 15 – 60 days                       |
| Noncompetitive Actions: Other Than Full and Open<br>Competition (includes 8(a), sole source, and urgent<br>actions – the latter two requiring submittal of a<br>completed Justification & Approval) | \$150,000 – \$750,000   | 90 – 120 days                      |
|   | \$750,001 - \$1,500,000 | 120 – 180 days                     |
|   | Above \$1,500,000       | 240 – 360 days                     |
| Task Orders under GSA/FSS (requiring a SOW)   | \$0 – \$3,500           | 15 – 30 days                       |
|   | \$3,501 – \$750,000     | 90 – 150 days                      |
|   | Above \$750,000         | 105 – 165 days                     |

**Note:** Lead times are based on a number of assumptions, such as: receipt of a properly prepared, fully documented requisition, including any applicable clearances and approvals; workload and available resources.